

Résumé Types & Samples

E4

Remember:

- ♦ There is no one correct way to design a résumé.
- ♦ The type or format you chose will depend on your past experiences and the position you hope to acquire.
- ♦ The résumé will enable you to acquire an interview and then the interview will get you the job.

Getting Started...

Your first task is to determine which type of résumé format you are going to use. The three most common types of résumés are **chronological**, **functional**, and a **combination chronological-functional**. The exact content of each résumé will vary depending on individual circumstances. Outlined below are the basic definitions and uses of each résumé type:

♦ **Chronological**

A chronological, experienced-based résumé is the most common and most recommended type of résumé. This format concentrates on your work history by listing experiences in reverse chronological order. You may want to use a chronological résumé format if your most recent experiences support your career objective. This format also works well for individuals whose experiences have increased in responsibility levels.

♦ **Functional**

A functional skill-based résumé focuses on one's acquired skills, rather than their places of employment. This format works best for individuals who have little experience in their field of interest, but who possess many transferable skills. A functional format allows an individual to group skills under functional categories and emphasize accomplishments. People often use a functional format when attempting to

change careers or when just starting out their careers, due to lack of experience in the areas they hope to enter.

♦ **Combination Chronological-Functional**

A combination format incorporates the best aspects of both a chronological and functional format into one résumé. The strength of this format is that it allows you to provide descriptive information on your work history as well as provide descriptive information of your specific skills.

- ✓ **HOT TIP:** Prepare your résumé using a computer word processing program. It will be much easier to edit and to create different versions of your résumé if you have it saved to disk.

Keep in mind...

Each of these 3 types of résumés can be developed into a scannable résumé. Scannable résumés are used as part of electronic applicant tracking. Using scannable résumés allows applicant information to be placed in a database for quick matching of qualifications to position openings. This is a new technology that is increasing in popularity with employers. For more information on scannable résumés look for the Scannable Résumés Ready Reference (E8).

Chronological Sample Resume

Nita Career

156 Agricultural Avenue, Stillwater, OK 74075 • (405) 743-2468 • ncareer@okstate.edu
Route 1 Box 111, Manyskills, OK 73574 • (405) 357-9101

EDUCATION

Oklahoma State University Stillwater, Oklahoma
Bachelor of Science in Agricultural Communications
Expected Graduation Date - July 2005

EXPERIENCE

Communications Intern

Department of Biosystems & Agricultural Engineering August 2004 - present
Oklahoma State University, Stillwater, Oklahoma

- Create and produce departmental newsletter using Adobe InDesign
- Design and produce departmental recruitment and promotional media

Intern

Oklahoma Forester's Association May 2004 - August 2004
Oklahoma City, Oklahoma

- Wrote articles for *Tree Friendly* magazine
- Developed Web site for the organization
- Assisted with planning and implementation of promotional events and informational meetings

Student Assistant

Office of International Programs June 2001 - May 2004
Oklahoma State University, Stillwater, Oklahoma

- Assisted in developing proposals and agreements for office programs
- Typed and filed daily correspondence
- Maintained inventory and organization of office supplies
- Served as receptionist

PROFESSIONAL DEVELOPMENT ACTIVITIES

Agricultural Communicators of Tomorrow

- President, 2004-2005
- Chairperson, 2003-2004
Community Service Committee
- Co-chairperson, 2003 & 2004
Media Room for the Oklahoma Youth Expo
- Press Room Assistant, 2002, 2003, & 2004
Oklahoma FFA Convention
- Representative, 2003 & 2004
National ACT Convention

Functional Sample Resume

JOHN A. JOB

2201 Natural Resources Road
Stillwater, OK 74074
(405) 743-0369

2903 CASNR Court
Hireme, OK 74075
(405) 246-1357

Objective

To obtain an environmental regulation position requiring knowledge and skills in conservation practices and research procedures.

Education

Bachelor of Sciences in Environmental Science, emphasis in Natural Resources
Oklahoma State University, Stillwater, OK
Conferred December 2004

Qualifications

Environmental Experience

- Installed drip irrigation system to increase efficient water usage
- Coordinated Integrated Pest Management program to reduce pesticide use
- Developed a pollution prevention plan for community chemical disposal project
- Constructed new hiking trail with minimal disturbance to wildlife habitat

Research Experience

- Conducted soil salinity and pH readings
- Scouted and rated test plots for insect damage
- Documented research procedures to insure compliance with scientific protocols
- Analyzed and interpreted research test weight data

Management Experience

- Created schedules and assigned responsibilities for 5 student employees
- Coordinated and conducted educational meetings for laboratory staff
- Maintained inventory, submitted purchase orders, and processed invoices
- Organized participation in community service project for troop of 15 members

Computer Knowledge

- Microsoft Word, Excel, Power Point and Access

Employment History

Student Research Assistant

Department of Plant and Soils Sciences, Stillwater, OK

May 2001 - May 2003

Production Intern

Carl's Cantaloupe Company, Melonville, OK

May 2003 - August 2003

Activities

- Environmental Science Club
- Soil and Water Conservation Society
- Boy Scouts of America
Earned the rank of Eagle Scout

Combination Sample Resume

JANE SMITH

**136 Agriculture Boulevard
Stillwater, Oklahoma 74078
(405) 743-1234
casnrstudent@okstate.edu**

**711 Natural Resources Circle
Getajob, Oklahoma 73574
(405) 246-1357**

OBJECTIVE To obtain a business management position allowing the opportunity to use my skills in agricultural marketing and communications.

EDUCATION Oklahoma State University, Stillwater, Oklahoma May 2005
Bachelor of Science in Agribusiness, Marketing emphasis

- ◆ 3.84 grade point average
- ◆ National Agri-Marketing Association (NAMA) Marketing Team
- ◆ Recognized as one of the top five graduates in the College of Agricultural Sciences and Natural Resources

QUALIFICATIONS

- ◆ Clear comprehension of how agricultural marketing systems operate
- ◆ Understanding of futures markets and hedging strategies
- ◆ Personal background in agricultural production planning, including budget development, market planning, financial records maintenance, and management
- ◆ Seven years of public speaking experience on agricultural issues
- ◆ Ability to communicate effectively in both English and Spanish
- ◆ Proficient in Microsoft Word, Excel, PowerPoint, and Access

EXPERIENCE

Assistant Flock Manager 2001 - present
Pistol Polly Ranch, Stillwater, Oklahoma

- ◆ Communicate with clients
- ◆ Develop computerized record keeping system
- ◆ Coordinate feeding and health program for 500 head commercial parakeet operation
- ◆ Maintain conditions of confinement facility

Leadership Conference Intern Summer 2003
Graduateland Industries, Inc., Careerville, Missouri

- ◆ Planned and facilitated week-long leadership conference for high school freshmen
- ◆ Designed promotional materials for marketing of the leadership program
- ◆ Prepared curriculum for the workshops
- ◆ Developed and implemented participant evaluation system for conference